



STAFF CHECK LIST

MAJOR USE PERMITS/MODIFICATIONS

- ☐ **Discretionary Permit Application Form**, DPLU #346. Be sure all lines are filled in. However, most use permits do not involve an engineer. Add the Tax Rate Area from the computer. Be sure the applicant has signed the front.
- ☐ **Supplemental Application Form**, DPLU #346S. Check the back page for completeness. Be sure to ask the applicant if any waivers or exceptions are needed.
- ☐ **Threshold Decision on Board of Supervisors Policy 3.8**, DPLU #433. Check the application for completeness. If there are any questions, contact the DPLU Housing Coordinator. NOTE: This policy only applies to mobilehome residential housing developments.
- ☐ **Environmental Documents.**
 - ☐ Four copies of AEIS. Make sure applicant has provided all information/documents required on cover sheet.
 - OR**
 - ☐ Five copies of a draft Environmental Impact Report (EIR) and two copies of letters requesting a waiver of an AEIS
 - OR**
 - ☐ A letter requesting a determination that the previously certifies ND or EIR adequately covers the project. See DPLU #366.
 - OR**
 - ☐ Check CEQA Guidelines Categorical Exemptions. If project is categorically exempt from environmental review, no environmental documentation is needed.
- ☐ **Resource Protection Ordinance**, DPLU #374. Check slope analysis for adequate information.
- ☐ **Preliminary Flood Plain Evaluation**, DPLU #394. Make sure that the top half of the form is filled out.
- ☐ **Evidence of Legal Parcel**, DPLU #320.
- ☐ **Disclosure Statement**, DPLU #305.
- ☐ **Agent Authorization** if applicable.

- ☐ **Project Facility Availability Forms**
 - ☐ School service only if new residences are proposed.
 - ☐ Sewer service.
 - ☐ Water service.
 - ☐ Fire service.
- ☐ **Public Notice Package.**
 - ☐ Assessor map(s) properly marked.
 - ☐ Typed list of affected property owners.
 - ☐ One set of gummed labels.
 - ☐ One set of stamped and addressed envelopes.
- ☐ **Authorization Form for Pre-Scoping Meeting (DPLU #176).** Make sure the applicant has signed the form. If the applicant is requesting a Pre-Scoping Meeting, write the date, time and Conference Room on DPLU #176. Make a copy for the applicant, keep the original with the submittal.
- ☐ **Complete Public Notice Certification, DPLU #514.**
- ☐ **Supplemental Public Notice Certification, DPLU #299.**
- ☐ **Vicinity Map and Project Summary (DPLU #524).** If this is a planned residential development the vicinity map must show all proposed lots and roads.
- ☐ **Posting of Notices (DPLU #298).** Give the applicant copies of DPLU #319 to be posted within 10 days of acceptance of application.
- ☐ **Acknowledgment of Filing Fees and Deposits (DPLU #126).**
- ☐ **Two copies of a Stormwater Management Plan.**
- ☐ **Notice to Applicants for Site Plans, Variances, Administrative Permits and Use Permits (DPLU #581).**
- ☐ **Plot Plan.**
- ☐ **Number of copies –** Twenty-five bluelines or blacklines of each page of the plot plan and 28 copies of the bluelines or blacklines if the project is in the Upper San Diego River Improvement Project folded to 8½" x 11" with the lower right hand corner exposed. Multiple sheet plot plans must be stapled together into sets. (One additional plot plan in addition to those required above for Wireless facilities)

- ☐ Size - Plot plans must be folded to an 8-1/2" X 11" size with the lower right hand corner exposed. Multiple sheets must be stapled into sets.
- ☐ Legibility - The plot plan must be legible. Faded or excessively dark prints that are difficult to read are not acceptable.
- ☐ North arrow/Scale - A north arrow is necessary to establish the direction. An engineers scale is required (e.g., 1" = 20') is required.
- ☐ Assessor's Number - Include Assessor's book, page and parcel number on the plot plan.
- ☐ Dimensions - Exterior property lines, size of structures, parking areas, driveways, street widths, setbacks from centerlines and property lines to existing and/or proposed structures, and distances between detached structures.
- ☐ Elevations - Complete architectural elevations of all sides of the building(s) are required. Indicate structures height and dimensions and whether existing or proposed. All finish materials must be indicated on the drawing. Elevations should be shown on a separate drawing.
- ☐ Structures - All existing and proposed structures and their dimensions and floor areas, including swimming pools and play areas. Indicate the number of stories of the buildings. Label buildings and the open areas as to their use, Show fences, walls, trash enclosures and dumpster locations.
- ☐ Pedestrian and Vehicular Circulation and Parking - Walkways, driveways, entrances, exits, parking lot areas with all dimensions, and handicapped parking. Show contiguous streets with names, centerlines, full widths and all easements. Show parking for service and delivery vehicles and loading/unloading areas.
- ☐ Drainage - Any natural drainage (including streams) and proposed drainage systems. Show the slope of the property and any proposed grading.
- ☐ Landscape areas - Areas suitable for landscaping and areas of required landscaping must be shown. Include the size and species of both existing and proposed plantings. Indicate any removal of existing trees. Extensive landscaping information may be shown on a separate drawing.
- ☐ Existing Natural Features - Indicate trees over 6" trunk diameter, streams, rock outcroppings and location of flood zones. Extensive natural features may be shown on a separate drawing.
- ☐ Buffering and Screening - Show areas to be screened and materials used for screening.
- ☐ Signs - Show all existing signs to remain and proposed signs. Include elevation drawings with dimensions (area and height) and construction materials indicated and the proposed method of illumination.
- ☐ Utilities - Show all utility lines and easements.

- ☐ Lighting - Show locations and types of all project lighting.
- ☐ Grading – Grading Plan shall conform to all requirements of Section 87.203 of the San Diego County Code, except it shall not be required to show the estimated starting and completion dates.
- ☐ Fencing - Show existing and proposed fencing including heights and materials.
- ☐ Phasing - Indicate any phasing of the project. Phasing is particularly useful in large multi-structured projects, such as churches, and may reduce the need for further permit modification to accommodate projected growth.
- ☐ The project has been deemed complete pursuant to the California Government Code Section 65943, however, pursuant to California Government Code Section 65944, the County may, in the course of processing the application, request the applicant to clarify, amplify, correct or otherwise supplement the information required for the application.

WIRELESS APPLICATIONS

- ☐ PLOT PLAN – One additional plot plan. In addition to the requirements for Major Use Permits, all plot plans shall show:
 - ☐ The height of the facility with evidence that the proposed facility is designed to the minimum height required. If the tower will exceed the maximum permitted height limit as measured from grade, include a discussion in the required report of the physical constraints (topographic features, etc.) making the additional height necessary.
 - ☐ The lease area of the proposed facility clearly identified.
- ☐ If the facility frequency is 1,200 megahertz or less, a copy of the Federal Communications Commission Licensing Application Form 601, Main Form, Pages 1 through 4, Schedule A, Page 1, Schedule D, Page 1 and Schedule H, Pages 1 through 3.
- ☐ Three (3) copies of a Geographic Service Area map identifying the geographic service area for the subject installation and the applicant's existing sites in the local service network associated with the gap the facility is meant to close and a description of how this service area fits into and is necessary for the company's service network.
- ☐ Three (3) copies of a Visual Impact Analysis showing the maximum silhouette, viewshed analysis, color and finish palette and proposed screening, photo simulations and a map depicting where the photos were taken.
- ☐ Three (3) copies of a Concept Landscape Plan showing all proposed landscaping, screening and proposed irrigation with a discussion of how the chosen material at maturity will screen the site.

- ☐ If located in a County Park, a letter of concurrence with the application from the Director, Department of Parks and Recreation.
- ☐ A letter stating the applicant's willingness to allow other carriers to co-locate wherever technologically and economically feasible and aesthetically desirable.
- ☐ Three (3) copies of a report containing the following:
 - ☐ Description of anticipated maintenance and monitoring program.
 - ☐ Manufacturer's specifications for all noise generating equipment and a depiction of the equipment location in relation to adjoining properties.
 - ☐ If not in a preferred zone or preferred location as identified in Section 6986, provide a map of the geographical area and a discussion of preferred sites that could serve the same area as the proposed site and a description of why each preferred site is not technologically or legally feasible.
 - ☐ Listing of hazardous materials to be used on-site.
 - ☐ If high visibility facility, the value of the proposed facility.